
Intermediate Legal Skills for Criminal Secretaries Seminar
March 18-22, 2002
Columbia, South Carolina

Agenda

Monday, March 18, 2002

7:45 - 8:30 A.m.	Registration
8:00 - 8:45 A.m.	Video Presentation of Criminal Case from "The FBI Files"
8:45 - 9:00 A.m.	Welcome and Administrative Announcements
9:00 - 10:10 A.m.	Overview of the Criminal Process: Tracking A Criminal Case
10:10 - 10:30 A.m.	Break
10:30 - 11:15 A.m.	The Pre-indictment Stage: Investigation
11:15 - 12:30 P.m.	The Pre-indictment Stage: Grand Jury
12:30 - 2:00 P.m.	Lunch
2:00 - 2:30 P.m.	The Pre-indictment Stage: Grand Jury Movie
2:30 - 3:30 P.m.	The Pre-indictment Stage: Document Management/document Control
3:30 - 4:00 P.m.	Break
4:00 - 5:00 P.m.	The Pre-indictment Stage: Team Breakouts
5:00 P.m.	Recess

Tuesday, March 19, 2002

8:30 - 9:30 A.m.	The Post-indictment Stage: Using Your Computer to Organize a Case
9:30 - 9:45 A.m.	Break
9:45 - 10:45 A.m.	The Pre-trial Stage: the Role of the Public Information Officer in the Criminal Process

10:45 - 11:00 A.m.	Break
11:00 - 12:00 P.m.	Discovery
12:00 - 1:30 P.m.	Lunch
1:30 - 2:15 P.m.	Understanding <i>Brady, Jencks, and Giglio</i>
2:15 - 3:15 P.m.	Discovery: Team Breakouts
3:15 - 3:45 P.m.	Break
3:45 - 5:00 P.m.	Motions
5:00 P.m.	Recess

Wednesday, March 20, 2002

8:30 - 10:00 A.m.	The Pre-trial Stage: Victim-witness Issues
10:00 - 10:15 A.m.	Break
10:15 - 11:00 A.m.	The Pre-trial Stage: Trial Notebooks
11:00 - 11:10 A.m.	Break
11:10 - 12:30 P.m.	The Pre-trial Stage: Litigation Support
12:30 - 1:30 P.m.	Lunch
1:30 - 2:30 P.m.	The Pre-trial Stage: Team Breakouts
2:30 - 3:00 P.m.	The Trial Stage: Jury Instructions
3:00 - 3:15 P.m.	Break
3:15 - 4:15 P.m.	Workshops
	Group 1: Advanced Wordperfect (Computer Lab) Group 2: Using Technology in Trial (Courtroom 106)
4:15 - 5:15 P.m.	Group 2: Advanced Wordperfect (Computer Lab) Group 1: Using Technology in Trial (Courtroom 106)
5:15 P.m.	Recess

Thursday, March 21, 2002

8:30 - 9:30 A.m.	The Trial Stage: the Role of the Secretary During Trial
9:30 - 10:00 A.m.	Break
10:00 - 12:00 P.m.	Mock Trial (Courtroom 106)
12:00 - 1:30 P.m.	Lunch
1:30 - 2:45 P.m.	The Trial Stage: Team Breakouts
2:45 - 3:05 P.m.	Break
3:05 - 4:30 P.m.	The Post-trial Stage: Sentencing
4:30 P.m.	Recess

Friday, March 22, 2002

8:30 - 9:30 A.m.	The Post-trial Stage: Appeals and Prisoner Litigation
9:30 - 9:45 A.m.	Break
9:45 - 11:15 A.m.	The Post-trial Stage: Closed File Management
11:15 A.m.	Evaluations and Adjournment